

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, AUGUST 15, 2017.**

08.17.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, August 15, 2017, at 7:30 p.m. by President Debbie Smart.

08.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart.

Absent: Trustees Thanopoulos and Zyck.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Janet Moravec, Business Office Administrator; Mike Dennehey, Resident; Melissa Cayer, Resident.

08.17.03 **PUBLIC COMMENT** – Ms. Cayer asked how the library notifies the public of special board meetings. President Smart responded that 48 hours in advance of a meeting the library will post a notice of the meeting in the library, on the library’s website and with the newspapers.

08.17.04 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 18, 2017 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

08.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2017 (Item 2)** – Mr. Kuhl reported 58% of the year has lapsed and cash equivalents for July were \$16,594,032; last year cash equivalents were \$15,651,863. Real estate tax revenue received during the month of July was just over \$2.3 million; bringing the year to date total over \$9.8 million, which is 71% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

08.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2017 (Action Item 3)** – Mr. Kuhl provided information in response to trustees’ questions about individual expenditures.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JULY 31, 2017, IN THE AMOUNT OF \$1,126,072.23**. Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney and Smart. Nay: none. The motion carried.

08.17.07 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Kuhl highlighted the unveiling of the library’s One Book One Village selection, *The Circle* by Dave Eggers; and the

tremendously successful second annual FanCon: Comics and Pop Culture event that welcomed over 760 attendees who enjoyed a wide variety of activities designed to engage customers of all ages. Mr. Driskell gave an update on the library's parking lot safety improvement project. Mr. Kuhl introduced Ms. Hastings, the library's new communication and marketing manager.

08.17.08 There was no **UNFINISHED BUSINESS** to be discussed.

08.17.09 **NEW BUSINESS**

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 4)** – The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Conference registration for trustee attendance at the 2017 Illinois Library Association Annual Conference were presented. Trustees are expected to participate in continuing education activities that focus on libraries, trusteeship, or other issues pertinent to libraries.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PAYMENT OF REGISTRATION FEES FOR THE 2017 ILLINOIS LIBRARY ASSOCIATION CONFERENCE FOR TRUSTEE ZYCK FOR THE TOTAL AMOUNT OF \$150.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: none. The motion carried.

- **AUTHORIZATION TO ENGAGE CONSULTANT FOR STRATEGIC PLANNING (Action Item 5)** – The library received proposals from eight firms for the purpose of conducting a strategic planning process for the library. Staff is seeking authorization to engage Library Strategies, a consulting group of the not-for-profit Friends of the Saint Paul Public Library, for consulting services. Library Strategies have performed their Rapid Results Planning in libraries of all sizes throughout the nation; the process is unique and proposes deeper and more meaningful community involvement than any other firm. References for the group were extremely positive.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENGAGE LIBRARY STRATEGIES FOR AN AMOUNT NOT TO EXCEED \$25,675 FOR CONSULTING SERVICES TO DEVELOP A STRATEGIC PLAN, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: none. The motion carried.

- **AUTHORIZATION TO PURCHASE REPLACEMENT FURNITURE FOR KIDS' WORLD (Action Item 6)** – Staff is seeking authorization to move forward with a budgeted expenditure to replace furniture items in Kids' World that no longer fit with current library use or contemporary safety standards. This would finish the renovation work that began in Kids' World in 2010 and the library-wide furniture replacement that began in 2015.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF REPLACEMENT FURNITURE FOR KIDS' WORLD FOR AN AMOUNT NOT TO EXCEED \$43,000.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: none. The motion carried.

- **AUTHORIZATION TO ENTER INTO CONTRACT FOR XOXO EXHIBIT (Action Item 7)** – Staff is seeking authorization to enter into contract with Children’s Museum of Pittsburg for their traveling exhibit *XOXO: An Exhibit about Love & Forgiveness*, the first of the library’s planned exhibits for 2018. The exhibit is highly interactive, and encourages visitors to explore, communicate and share their feelings. The exhibit will be opened in February and March of 2018.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO CONTRACT WITH THE CHILDREN’S MUSEUM OF PITTSBURG FOR THE EXHIBIT XOXO: AN EXHIBIT ABOUT LOVE & FORGIVENESS FOR AN AMOUNT NOT TO EXCEED \$30,000 FOR RENTAL, TRANSPORTATION, INSTALLATION, AND DISASSEMBLY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: none. The motion carried.

08.17.10 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Friends of the Library Board President Mr. Dennehey reported on the Friends recent August used book sale highlighting accomplishments and next steps.

08.17.11 There were no **OTHER** items to be discussed.

08.17.12 Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (2) TO REVIEW CLOSED SESSION MINUTES** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:51 p.m.

The board returned to open session at 9:38 p.m.

Trustee Medal moved **TO DESTROY THE CLOSED SESSION AUDIO TAPES FROM JULY, 21, 2015; AUGUST 18, 2015; AND JANUARY 19, 2016.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF AUGUST 15, 2017.** Trustee Tangney seconded. All were in favor and the minutes were approved as submitted. The written minutes and audio recording were sealed until further action by the board.

President Smart commented the board began discussion of the performance evaluation process for the executive director.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 9:40 p.m.

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Joan Brody Garkisch, Vice President/Secretary

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Janet Moravec, Recorder